



2000 Forest Ridge Drive, Bedford, Texas 76021
www.bedfordtx.gov (817) 952-2100

Open: October 11, 2012
Close: Until Filled

JOB POSTING
Librarian
Community Services
Part Time
Hourly \$18.76

JOB SUMMARY:

Assist the general public in making full use of library materials and services for their informational, occupational, recreational and cultural needs through professional library work of a complex nature, requiring originality and independent judgment.

MINIMUM QUALIFICATIONS:

- Master's Degree in Library Science or related field from an American Libraries Association accredited college or university; and one year related experience and/or training.
- Experience in use of the Internet in a public library setting, experience in use of the internet in a public library setting, children's/teen programming, and Spanish are highly desirable.
- Grant writing skills are highly desirable.
- A valid Texas Driver's License
- Must possess a working knowledge of related computer and media formats and systems; community resources; publishing industry, vendors and discounts; and Library and City emergency procedures.
- Must possess a basic knowledge of trends in services and technology in libraries.
- Ability to lift and/or move up to 50 pounds.

SKILLS AND EXPERIENCE:

- Knowledge of and skill in application of pertinent laws, codes and regulations; related library classification, cataloging and administrative systems; use of specialized computer and database systems; document research techniques, locating external resources and utilizing library exchange systems.
- Skills in library collection development, reference service delivery, and search strategy.
- Ability to communicate effectively with a wide variety of persons such as the public, staff and within the profession; and in personnel management in a library environment.
- Ability to supervise a unit in the absence of the unit manager.
- Ability to assist unit managers

TO APPLY:

Applications are available at City Hall, 2000 Forest Ridge, Bedford, TX or on-line on our web site @ www.bedfordtx.us.

The City of Bedford is an Equal Opportunity/ Affirmative Action Employer